



## New York Council for the Humanities

### Final Reporting Checklist

#### Books and Toolkits:

- Collect and return all books (every child may keep one book of their choice).
- Return any unused toolkits with the baggies out of the folders (so that the folders lay flat).
- Return the book inventory form via email to [ehalstead@nyhumanities.org](mailto:ehalstead@nyhumanities.org). In your email please include the date on which you sent the books, and the relevant tracking numbers.

#### Evaluations, Registration, Attendance:

- Collect and return the Participant Survey for session 1.
- Collect and return the Program Questionnaire for session 2.
- Collect and return the Program Questionnaire for session 6.
- Send a copy of your completed attendance records.
- Send a copy of all Family Registration Forms.

#### Final Reporting: (to be completed after the last *Together* session)

- Complete the Host Site Coordinator Survey (online—you will receive an invitation to participate via email).
- Compile a 2 page final report on the results of your *Together* session. (Some of this report will be elaborating on your responses to the Host Site Coordinator Survey.)
  - Were you satisfied with your experience hosting the *Together* program? What did you think went well? What challenges did you face?
  - Did the program meet your expectations? Did the program meet your personal or organizational goals?
  - Did your *Together* series meet the Council's program goals (listed in the Host Site and Facilitator Handbooks)?
  - What feedback did you receive from participating families?
  - What recommendations would you make for future host sites?

*The Facilitator or Host Site Handbooks are yours to keep.*

#### Librarian Co-Facilitator:

- Have the librarian co-facilitator send via email or mail a copy of all preparation materials used for the program (i.e. discussion questions, supplemental activities).
- Ask the librarian co-facilitator to complete the Facilitator Survey (online—they will receive an invitation to participate via email).

*If you are both the Host Site Coordinator and the Librarian Co-Facilitator, please make sure that you meet all the requirements listed for both positions.*

Please let me know if you have any questions about any of these requirements, and don't hesitate to contact me.